

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov*

ANNOUNCEMENT NUMBER: 15-42

OPEN TO: All interested Candidates
POSITION: Temporary Cultural Affairs Specialist, FSN-10; FP-5 (steps 5 through 14)
OPENING DATE: July 28, 2015
CLOSING DATE: August 11, 2015
WORK HOURS: Temporary work; Full-time; 40 hours/week for 6 months
SALARY: Ordinarily Resident (OR): FSN-10
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5) To be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual to cover temporarily for the position of Cultural Affairs Specialist in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

Under the general guidance and direction of the PAO and PDO, incumbent organizes and administrates all U.S. Government exchange programs with the DRC. This means performing outreach to find suitable candidates, building relationships with groups like universities, creating and culling applications, and helping with administrative concerns like purchasing plane tickets, providing information about the U.S. visa process and the Test of English as a Foreign Language. These cultural programs are complex, high-profile and require long term planning. While they are managed from Kinshasa, the scope of their implementation and impact is country-wide. Exchange participants may be from almost any sector of DRC or U.S. society, and will require personalized assistance and information with regards to the programs they participate in.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A university degree in the liberal arts, education, social sciences or related fields is required.

Experience: Five years of progressively responsible experience in cultural activities or related fields is required. Experience with computers and desktop publishing is required. Managerial experience in all aspects of the International Visitors Program in terms of resources, money, and travel instruments is required.

Language Proficiency: Level IV (Fluency) written and spoken English ability is required (this will be tested).

Knowledge: A thorough knowledge of Public Diplomacy information and cultural programs and their objectives. A thorough knowledge of the political, economic and social structure of the DRC. In-depth knowledge of office procedures; familiarity with USG regulations and procedures. Must have broad knowledge of host country universities, its professors and student bodies, educational institutions, and contacts with trendsetters on the cultural and artistic scene.

Skills & Abilities: Ability to develop and maintain extensive contacts in media, cultural organizations, government, labor, universities, scientific and educational circles. Good organizational skills with an ability to prioritize. Excellent personal skills (poise, tact and professional manners). Ability to draft reports, cables and letters.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: August 11, 2015

Drafted: HR: WBULU

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